

HEADQUARTERS  
EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009

EUSA Supplement 1  
to USFK Reg 1-40

5 February 1999

Administration

UNITED STATES FORCES, KOREA TRAVEL CLEARANCE GUIDE

USFK Reg 1-40, 29 Jul 98, is supplemented as follows:

**Paragraph 1, Purpose.** Add the following at the end of the paragraph:

This supplements USFK Reg 1-40 and prescribes responsibilities, policies and procedures for processing requests for foreign clearance within Eighth United States Army (EUSA).

**Paragraph 2, Applicability.** Add the following at the end of the paragraph:

This supplement applies to all Department of Defense (DOD) personnel and DOD-sponsored visitors conducting official travel to and from major subordinate commands (MSCs), tenant and attached units of EUSA. Additionally, this supplement applies to military personnel conducting unofficial travel in conjunction with a leave and/or pass from MSCs, tenant and attached units of EUSA.

**Paragraph 5, Responsibilities.** Add subparagraphs 5b(1) and (2) after subparagraph 5b:

(1) The EUSA Assistant Chief of Staff (ACofS), G1 has staff responsibility for the travel clearance function within EUSA. Responsibilities include: establishing policy for accomplishment of the non-distinguished visitor travel clearance function within EUSA, overseeing subordinate commands delegated authority to appoint assistant travel clearance managers and processing requests for travel clearance for non-distinguished visitors to and from EUSA units (except the 2d Infantry Division and 19<sup>th</sup> Theater Army Area Command (TAACOM)).

(2) The Commanders, 2d Infantry Division and 19<sup>th</sup> TAACOM will appoint a single assistant travel clearance manager in the rank of SFC, civilian equivalent, or above for accomplishing the non-distinguished visitor travel clearance function within their command and inform the EUSA ACofS, G1 in writing of each appointment. Responsibilities include: establishing policy for accomplishment of the non-distinguished visitor travel clearance function within their command, and processing requests for travel clearance for non-distinguished visitors to and from subordinate units of their command.

## **EUSA Suppl 1 to USFK Reg 1-40**

**Paragraph 6, Policies.** Add subparagraphs 6k(1), (2) and (3) after subparagraph 6k:

(1) For official travel to areas other than the Continental United States, EUSA personnel will coordinate with their unit's assistant travel clearance manager to determine clearance requirements and submission of travel clearance request to the appropriate area travel clearance manager(s) responsible for the area(s) to be visited.

(2) For leave or pass travel to areas other than the Continental United States, EUSA military personnel will submit a DA Form 4187 (Request for Personnel Action), along with supporting documentation (including a DA Form 31 (Request and Authority for Leave)), through command channels to their unit's assistant travel clearance manager. The assistant travel clearance manager will review each request for compliance with guidance found in the Foreign Clearance Guide and applicable service directives and will either approve or disapprove the request.

(3) Unit commanders will not approve DA Forms 31 for outside the Continental United States leaves or passes until their unit's assistant travel clearance manager has reviewed and approved each request.

**Paragraph 7, Procedures.** Insert the following between the second and third sentences of subparagraph 7b(5):

Provide an information copy of the travel clearance message to the following information address: CDREUSAEIGHT SEOUL KOR//EAGA-PP//.

**Glossary.** Add the following acronyms to Section 1, Abbreviations, in alphabetical order:

MSC	Major Subordinate Command
TAACOM	Theater Army Area Command

**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, EUSA, ATTN: EAGA-PP, Unit #15236, APO AP 96205-0009.**

FOR THE COMMANDER:

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